

City of Chattanooga, TN
Personnel Class Specification

Class code 0188

FLSA: Exempt

**CLASSIFICATION TITLE: MANAGER, ECONOMIC AND
COMMUNITY DEVELOPMENT**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to direct and supervise operations of the department in acquiring and managing HUD Entitlement Grants, state housing grants, and other special community development and housing related grants and programs.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Serves as Chief Community and Economic Development Officer for the City.

Coordinates City's economic and community development role with other area agencies and organizations.

Assists in focusing local, state, and federal resources on community and economic development projects for the City.

Oversees strategic planning processes and needs assessments in the community which determine focus for the department.

Reviews available grants for eligibility of City or local agencies; determines if available grants are appropriate or feasible; oversees and coordinates preparation for applications for entitlement grants; coordinates submittal of applications and associated correspondence.

Provides Mayor, Council members, Advisory Board members, potential subrecipients, and general public with necessary information on the grant process.

Supervises management and oversight of grants and programs; oversees preparation and monitoring of contracts; supervises control of all funds received by

or disbursed through department; supervises compliance of all grants and programs with regulations and guidelines; provides technical assistance to subrecipients.

Meets with participants to resolve cost over-runs and other grant related problems.

Makes recommendations on project improvements/changes where appropriate.

Provides periodic reports to Mayor, Council, Advisory Board, supervisor, general public, and appropriate funding agencies on progress of programs and availability of funds; makes presentations on project progress.

Determines availability of grant funds from HUD and other sources; makes recommendations on proposed uses of funds; reviews options for expenditures and reallocations.

Plans and supervises various citizen involvement and public relations activities.

Attends various meetings and hearing as department representative; sets agenda and supervises some meetings, ensuring citizen input is recorded and considered.

Serves on city-wide task forces, committees, and related groups as required.

Assists neighborhoods in achieving goals in community development and improvement.

Serves in a community development/public relations capacity for Mayor; represents Mayor at some meetings, conferences and other public functions; serves as Mayor's representative on boards, councils, and committees, as assigned

Prepares budget recommendations for department; manages and implements budget; reviews and approves office expenditures; reviews and processes payment requests from subrecipients; monitors grants and programs budgets.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in public administration, planning, or closely related field, with Master's degree preferred; supplemented by three (3) to five (5) years previous experience and/or training that includes progressively responsible management of federal programs, and grant writing.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.